



Fleet Technician Crew Chief

Job Code: 2033

Originated:	Salary Grade: 2150	FLSA: Exempt
Revised: 1/06	EEO Code: 27	Supervisory: Yes
HR Ordinance Status: Classified		

CLASS SUMMARY

The fundamental reason the Fleet Technician Crew Chief position exists is to directly supervise a team of journey level fleet technicians as well as performing mechanic/technician work. An employee in this class has a two fold responsibility: 1) determining and planning a teams work priorities and accomplishing same in a timely, cost effective and safe manner; and, 2) performing “hands-on” repair and preventive maintenance on a wide variety of light duty, heavy duty vehicles and mobile equipment.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for supervising a crew consisting of Fleet Technicians and other Fleet maintenance personnel. Work is performed under general supervision of the Maintenance Superintendent. Fleet Technician Crew Chief is distinguished from the Lead Fleet Technicians by the formers full supervisory responsibilities over a crew of technicians and other maintenance personnel.

ESSENTIAL FUNCTIONS

- Schedules, assigns, and approves/disapproves a wide variety of repair, preventive maintenance, or quality assurance inspection tasks performed by variously skilled employees assigned to a shift of light duty vehicles, heavy duty vehicles or mobile equipment.
- Writes descriptions of repair and maintenance work performed and checks time and materials required.
- Conducts repair and preventive maintenance or quality assurance/ inspection tasks.
- Monitors and enforces preventive maintenance schedules.
- Conducts periodic safety meetings and attends staff meetings.
- Works with representatives of City Departments to resolve problems concerning repair/maintenance or inspection/quality control of the Departments vehicles.
- Analyzes, evaluates and modifies operating methods and procedures.
- Operates a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.
- Oversees on- the- job training of assigned apprentice mechanics or technicians.
- Develops and presents clear, concise reports, both orally and in writing.
- Establishes and maintains effective working relationships with co-workers, supervisors, and other City employees.
- Works days, nights, or weekend shifts and/or an alternative schedule as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Current safety practices, repair, preventive maintenance and inspection methods and practices.

Test equipment and tools used in the repair and maintenance of light duty automotive or heavy duty vehicles and mobile equipment.

Hydraulics, electrical systems, air brakes, air operated accessories, welding and fabricating, as well as engine, transmission and drive train repair.

Ability to:

Use computers with fleet management software, working knowledge of word processors, Internet browsers and spreadsheets.

Use and instruct others in the use hand and power tools and equipment associated with either light duty or heavy-duty vehicles and mobile equipment.

Perform and instruct others in the removal, tear down, rebuild, adjust, reinstall, align, and mesh automotive components and assemblies.

Implement the goals, objectives and directives of the Director in a positive manner.

Persuade, convince, influence, train, motivate and monitor the work of subordinates in favor of a desired outcome.

Apply the principles of rational systems. Ability to interpret instructions furnished in written, oral, and diagrammatic or scheduled form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable standards.

Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.

Utilize an automated fleet management information system to record work performed and to look up vehicle data.

Lift and move 50 pounds or more.

Utilize a variety of advisory data information such as safety regulations, work orders, equipment maintenance and repair manuals, diagrams/schematics, engines oil analysis reports, time cards and parts manuals.

Communicates effectively with users, service writers and other mechanics.

Education and Experience

Any combination of training, education and/or experience equivalent to eight years of journey level experience as a mechanic or supervisor in the vehicle repair trade in either automotive, heavy-duty equipment or mobile equipment maintenance, including two years of lead/supervisory experience.

Licensing and Other Requirements

No major driving citations in the last 39 months.

A State of Arizona Emissions Fleet Agent License with gas, diesel and fleet permits within six months of hire or promotion.

Must possess a minimum Class B with tanker and air brake endorsement Commercial Driver's License.

Must possess or obtain within eighteen (18) months a recognized basic Professional Fleet Certification.

Must possess and maintain a minimum of four ASE Automotive or Heavy Duty Truck Technician ASE's.

Individuals in this classification must possess a valid Arizona Commercial Driver's License (CDL) at the time of hire or promotion date. As a condition of continued employment, an individual of this classification must maintain a valid Arizona Commercial Driver's License (CDL) with appropriate endorsements. Individuals in this classification are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382. They must have a good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances. Arizona Driver's license with no major driving citations in the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

The Fleet Technician Crew Chief reports to the Maintenance Superintendent. This position does supervise.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operate a variety of office equipment requiring repetitive and continuous movement.

Lifts and moves 50 pounds or more.

Works in cramped or confined spaces, climbs up and down ladders, reaches overhead and bend or stoop continually.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.